



NOTICE

FLOOD ELEVATION CERTIFICATES

The Elevation Certificate is an important administrative tool of the National Flood Insurance Program (NFIP). As part of the agreement for making flood insurance available in a community, the NFIP requires a community to adopt floodplain management regulations that specify minimum requirements for reducing flood losses. One such requirement is for the community to obtain the elevation of the lowest floor of all new and substantially improved buildings, and maintain a record of such information. The Elevation Certificate provides a way to document compliance with floodplain management regulations and ensures proper insurance premiums for property owners when purchasing flood insurance.

In order to avoid delays in issuance of your Certificate of Occupancy, please ensure that Sections A through D on the Finished Construction Elevation Certificates is completely filled out or marked as N/A and that Building Photographs have been provided. In addition, if Flood Zone AO or A (without Base Flood Elevation) is indicated in Section B, Sections E and F must be completely filled out. Incomplete Finished Construction Elevation Certificates will not be accepted and will cause delay in the issuance of the certificate of occupancy.